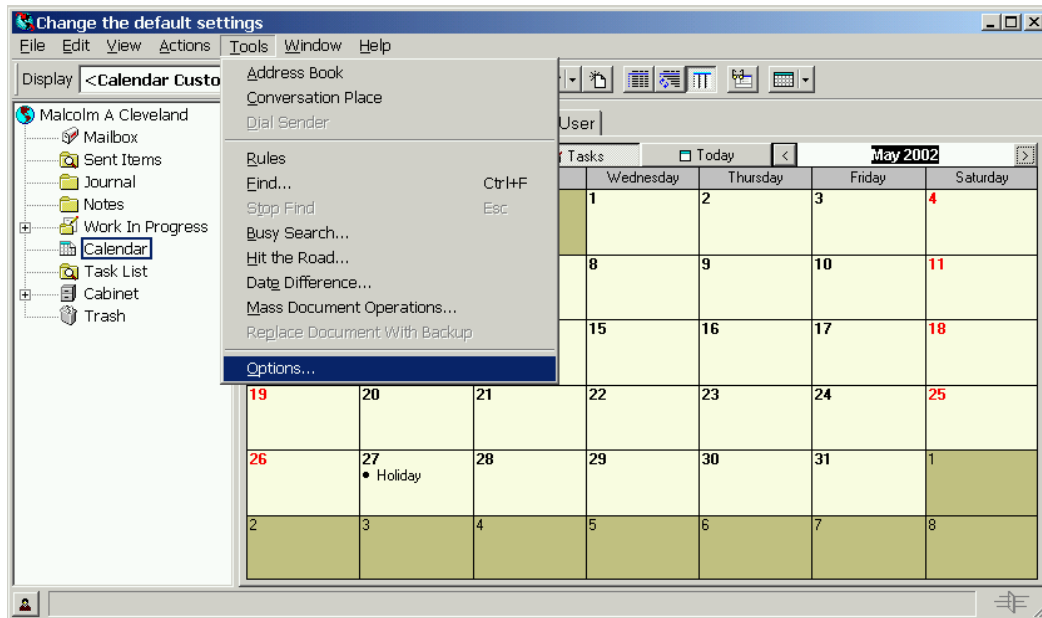


# DIT Client Service Center

<b>Subject:</b>	Change Passwords
<b>Program Changing:</b>	Groupwise

## GROUPWISE

1. Launch GroupWise



2. Select the menu sequence:

**Tools | Options.**



3. Double-click on the "Security" icon.

The image displays two side-by-side screenshots of the "Security Options" dialog box, specifically the "Password" tab. The left screenshot shows the "Old password:" field with masked text (XXXXXX), the "New password:" field with masked text (XXXXXX), and the "Confirm new password:" field with masked text (XXXXXX). A "Clear Password" button is visible. The checkbox "No password required with NDS" is unchecked. The right screenshot shows the same dialog box, but the "No password required with NDS" checkbox is now checked. Both dialog boxes have "OK" and "Cancel" buttons at the bottom.

- A. In the Old password field, enter your old password.
  - B. In the New password field, enter your new password.
  - C. In the Confirm new password field, enter your new password again.
4. Click on the "OK" button.